MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

MISSOURI'S WORKPLACE

Published by the Office of Public Affairs Vol. 5 No. 3, Fall 2002

Changes Made to Missouri Child Labor Laws Help Protect Working Youth

Working youth in Missouri are now better protected due to revisions to the state's child labor laws that became effective August 28, 2002. **Businesses in Missouri who employ youth should be aware of the following changes.**

Record Keeping

The Missouri Division of Labor Standards, which administers the child labor laws in Missouri, may require the production of employment records at any time as part of their duties to make sure working youth are not put in situations that are hazardous to their safety, health or general well being.

All records and information obtained by the Division pertaining to a child are now confidential. Personal identifying information will be disclosed only by order of a court in order to further assure protection of our working youth.

Employers of a child should maintain and keep work related documents for a period of not less than two years on the premises where the child is employed. This change also assists Missouri employers in complying with federal law, which requires the maintenance of employment records.

Door-to-Door Sales

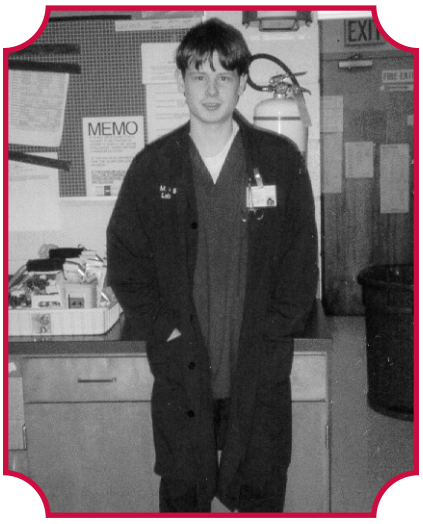
Door-to-door sales work is now prohibited in Missouri for anyone under the age of 16. This occupation has proven dangerous for many Missouri youth. This does not include school, church or organization sales such as Boy Scouts or Girl Scouts.

Other changes were also made to the law, clarifying outdated language to allow everyone involved in the employment of youth to better understand their roles in keeping our youth safe in their workplaces.

"Children are a priority in the state of Missouri," said Catherine B. Leapheart, director of the Missouri Department of Labor and Industrial Relations. "One of the missions of the Department of Labor and Industrial Relations is to keep our children safe at work." Leapheart adds, "We teach all parties involved in the employment of youth the importance of balancing work with educational priorities. If we teach our youth these important principles in their teen years, they will carry that knowledge with them for the rest of their lives."

The Department asks employers to do their part by making sure that the employment of young people does not harm them, or have a negative effect on their education.

To learn more about recent changes to Missouri's child labor law, contact the Division of Labor Standards at (800) 475-2130.



What You Need to Know About Missouri Child Labor Law

Work Hours

Under Missouri law, 14 and 15 year-olds can work:

- Between 7 a.m. and 7 p.m. during the school year
- Between 7 a.m. and 9 p.m. from June 1 through Labor Day
- No more than three hours a day on school days
- No more than eight hours a day on non-school days
- No more than six days or 40 hours in a week

A work certificate from the superintendent of the school district where the child lives must be obtained for employment between Labor Day and June 1. You can get a work certificate form by calling the Division of Labor Standards at (800) 475-2130.

Missouri child labor laws differ from federal laws with regard to how many hours 14 and 15 year olds may work. Federal child labor law is more stringent regarding the total number of hours youth can work. Contact the USDOL Wage and Hour Section for specific information on federal regulations.

Prohibited Occupations

Under Missouri law, 14 and 15 year olds may not work in occupations that generally involve dangerous equipment (cookers, slicers), dangerous materials (such as toxic chemicals), or dangerous duties (driving, roofing). In addition there are specific restrictions on employment of youth in hotels and businesses that sell alcoholic beverages.

For more information contact the Missouri Division of Labor Standards at (800) 475-2130 or visit them on the web at www.dolir.state.mo.us/ls.

What's Inside

2 What you Need to Know About Missouri Child Labor Law

2 Employer's Teen Safety Checklist

3 Director's Comments

3 Speakers Available

4 Inside DOLIR

6 Two Missouri Companies Named Employers of the Year

7 Farmington Company Earns Safety Honor

Employer's Teen Safety Checklist

- Understand and comply with child labor laws and occupational safety and health regulations that apply to your business. Missouri child labor law limits the hours youth can work and prohibits employing youth in certain hazardous occupations.
- Stress safety, especially among first-line supervisors who have the greatest opportunity to influence teens and their work habits. Make sure that adolescent workers are appropriately trained and supervised to prevent injuries and hazardous exposures.
- Work with supervisors and experienced workers to develop an injury and illness prevention program and to help identify and solve safety and health problems. Many injuries can be prevented by simple work redesign.
- Assess and eliminate hazards for adolescent workers.
- Train adolescent workers to recognize hazards and use safe work practices. This is especially important because teens may have had little work experience and new workers are at a disproportionate risk of injury.

Source: U.S. Department of Labor

Speakers Available

Do you need a speaker for a seminar or business meeting? Are you interested in training for your company?

The Missouri Department of Labor and Industrial Relations offers speakers that can provide seminars and training for your business or organization on the following topics:

- Disability Awareness
- Human Rights Issues
- Child Labor Laws
- Prevailing Wage Laws
- Workers' Compensation
- Americans with Disabilities Act (ADA)
- OSHA Regulations and Inspection Procedures
- On-Site Safety and Health
- Mine and Cave Safety and Health
- Unemployment Insurance
- Unemployment Contributions/Taxes
- Sexual Harassment

For more information or to schedule a speaker please contact Joann Lindemann at (573) 751-7500 or by email at jlindemann@dolir.state.mo.us.

Visit Us on the Web

The Missouri Department of Labor and Industrial Relations' web site contains helpful information on Missouri unemployment insurance and workers' compensation programs, child labor law and wage and hour information, as well as information on the annual wage order, services provided for individuals who have experienced discrimination on the job, and assistive technology devices for disabled workers. Visit us at http://www.dolir.state.mo.us.

Director's Comments

Serving As Your Resource

Workers' compensation coverage. Unemployment taxes. Workplace safety issues. Overtime. Breaks. Minimum wage requirements. Discrimination in the workplace.

As a new or established Missouri employer, you may have questions about topics like these. That's where we can help.

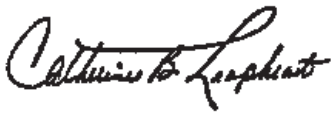
All of these areas and more are part of what we do every day at the Missouri Department of Labor and Industrial Relations. We have experts that can answer your questions and make sure you have the information and resources you need to comply with Missouri labor laws.

Part of our mission is to provide employees with safe and healthy workplaces, promote equal access to jobs and help provide economic security for injured and unemployed workers.

In pursuit of this mission, we work hard to make sure employers like you have detailed, comprehensive and understandable information regarding your rights and responsibilities under unemployment, worker's compensation, wage and hour, and child labor laws.

You can always call us or visit us on the web at www.dolir.state.mo.us. In addition, we have available a publication called, "Resource Guide for Employers." The Resource Guide is full of information you need to do business in Missouri, in an easy-to-access question-and-answer format.

For a free copy of your Employer Resource Guide, call us at (573) 751-7500 or download it from our website at http://www.dolir.state.mo.us/Resource.pdf.



Send Us Your Feedback

Is there a story you would like to see in ***Missouri's Workplace?*** Do you have questions or comments about our content? We would like to hear from you. Contact us at:

Missouri's Workplace
Office of Public Affairs
Missouri Department of Labor and Industrial Relations
PO Box 1958
Jefferson City, MO 65102-1958

Disaster Unemployment Assistance: A Different Kind of Unemployment Benefit

Every year Missourians are affected by disasters that prevent them from working. Flood water, damage caused by tornadoes, ice storms or fires can mean that a worker can't reach their workplace. Sometimes the business is so damaged that work can't be conducted until repairs are made. And sometimes these unfortunate situations result in workers being injured, preventing them from doing their jobs.

In the case of a major disaster in your area, your employees may be eligible for help under the federally funded Disaster Unemployment Assistance (DUA) program. This program provides temporary income to eligible individuals who are unemployed as a direct result of the disaster situation.

When a major disaster, such as a tornado, storm, flood or earthquake is declared by the President to warrant government assistance to individuals and defines the disaster area, DUA benefits become available.

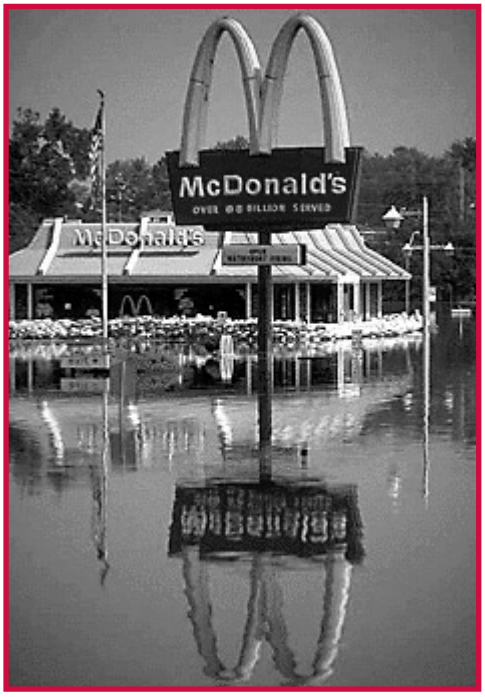


Photo courtesy of FEMA.

Who is Eligible?

DUA is not payable to individuals who are entitled to regular unemployment insurance benefits. These benefits are available to unemployed workers or self-employed individuals who lived, worked or were to begin work in the disaster area at the time it occurred who meet one of the following criteria:

1. As a direct result of the disaster
   a. No longer has a job
   b. Cannot reach the place of work or
   c. Cannot perform work due to damaged premises or equipment

   OR
2. Is unable to work because of an injury caused by the disaster

   OR
3. Becomes the head of the household and is seeking work because the former head of household died as a result of the disaster.

How to Apply

Applications for Disaster Unemployment Assistance must be filed within 30 days after the date on which the Missouri Department of Labor and Industrial Relations announces its availability.

To file a claim, workers should call their local Unemployment Claims Center at the numbers below. For more information on the DUA program, call toll free 800-788-4002.

Unemployment Claims Centers

St. Louis 314-340-4950
Kansas City 816-889-3101
Springfield 417-895-6851
Jefferson City 573-751-9040
Or toll free 800-320-2519 if you are outside these local calling areas.

Missouri's Workplace is now on the Web!

Read the Workplace online at http://www.dolir.state.mo.us/. Click on "Department News," and then "Missouri's Workplace."

Governor's Council on Disability Welcomes New Executive Director

Rob Honan has joined the Governor's Council on Disability as executive director.

Honan has worked in the disability community since 1993 and lived with a disability his entire life. In 1993 and 1994 he was the deaf and hard-of-hearing independent living specialist for LINC Inc., a center for independent living in Belleville, IL. In 1994, he returned to Missouri to work as a disability program specialist for the Governor's Council on Disability's Kansas City area office. He left the Governor's Council in 1997 to become the first executive director of Warrensburg Independent Living Services (WILS). In conjunction with his duties as executive director of WILS, Honan was also involved with the Old Drum Transportation Committee, a local transportation initiative in Warrensburg, MO, served as the president of Missouri Centers for Independent Living (MOCIL) and was a committee member of KC Metropolitan Council of Developmental Disabilities.

Honan earned his Bachelor of Arts degree at Westminster College in Fulton, MO in 1987, a Master of Arts in Political Science from the University of Missouri–Columbia in 1992, and a Master's in Public Administration from the University of Missouri–Kansas City in 1999.

Honan will also serve as a member of the Missouri Training and Employment Council (MTEC), a group that studies and makes recommendations regarding the improvement of the state's job training service delivery network.

Des Peres Man Appointed to Governor's Council on Disability

Gov. Bob Holden has appointed Stanley D. Brown of Des Peres, MO, to the Governor's Council on Disability.

Brown is an adjunct professor of legal studies at Webster University in St. Louis. Brown previously served as deputy director for the Missouri Department of Corrections. He serves as a board member on the Gateway Chapter for the Paralyzed Veterans of America in St. Louis.

The Governor's Council on Disability makes persons with disabilities aware of their rights and opportunities; increases employment opportunities for job seekers with disabilities; promotes full participation for all individuals with any type of disability in their communities at local, state, and federal levels; and changes the delivery system for assistive technology devices and services.

Brown replaces Donna Checkett, whose term expired.

Experience the Value and Convenience of Electronic Filing

The most efficient way insurance companies, self-insured employers and third party administrators can report injuries to the Missouri Division of Workers' Compensation is by using EDI.

- It's Fast - The First Report of Injury is transmitted electronically and is in the Division' database immediately.
- It's Cost Efficient - There is less data entry required for the sender
- It's Accurate - There is less chance of human error in electronic filing

As of December 31, 2001 more than two-dozen insurance companies and self-insured employers enjoyed the benefits of filing First Reports of Injury through EDI. Nearly 55% of injury reports are received through EDI. If you as an insurer, self-insured employer or third party administrator are interested in being a part of this efficient and cost effective way to report workers injuries, please call 573-526-4956 for more information.

Two Missouri Companies Honored as Employers of the Year for 2002 by the Governor's Council on Disability

Large Employer Category

St. John's Mercy Medical Center in Creve Coeur, MO is the winner of the 2002 Inclusion Award for Employer of the Year in the Large Employer Category. The award recognizes the successful inclusion of people with disabilities in employment

The Medical Center employs people with disabilities in a variety of departments. According to Jeffrey J. Bassin of the Productive Living Board for St. Louis County Citizens with Developmental Disabilities, St. John's Mercy Medical Center promotes a working environment that fosters a real sense of inclusion and interaction between co-workers with and without disabilities.

(From left) Dana Nichols and Robert Ruello of St. Johns Mercy Medical Center receive their award from Linda Baker-Oberst of the Governor's Council on Disability at a ceremony held in October.

Small Employer Category

The Kroger store at 605 East 4th Street in Rolla, MO is the winner of the 2002 Inclusion Award for Employer of the Year in the small employer category. The award recognizes the successful inclusion of people with disabilities in employment.

The store, and store manager Vernon Light, participate in a program that allows students with disabilities to gain experience in a workplace setting through job shadowing and internship programs coordinated by the Rolla Technical Institute.

Vernon Light, manager of the Kroger store in Rolla, MO, with Linda Baker-Oberst of the Governor's Council on Disability at the awards ceremony.

The Missouri Department of Labor and Industrial Relations' Governor's Council on Disability presents Inclusion Awards each year to recognize and honor Missouri's individuals, groups, organizations and businesses for their successful inclusion of people with disabilities in the areas of employment, education, parenting, advocacy and community.

For more information about the Governor's Council on Disability or the Inclusion Awards program call 1-800-877-8249 or visit the Council on the web at www.dolir.state.mo.us/gcd.

Show Me Safety

Farmington Company Earns Safety Honor

MOCAP, Incorporated in Farmington, MO has earned the distinction of being named the newest member of the Missouri Safety and Health Achievement Recognition Program (SHARP). MOCAP's Farmington facility implemented the SHARP safety management program and achieved an excellent workplace safety record qualifying them for this exclusive safety and health incentive and recognition program.

MOCAP was honored for their achievement during a ceremony October 17, 2002 in Farmington. Representatives of the Occupational Safety and Health Administration (OSHA) and the Missouri Division of Labor Standards' On Site Safety and Health Consultation Program presented a plaque and a special flag to the company.

"We are very pleased to have MOCAP join the SHARP program," said Robert Simmons, On Site Safety and Health Consultation Program manager. “They have worked hard to put into place an exemplary safety and health program that will help them prevent job-related injuries and illnesses in their facility.”

SHARP is the ultimate level consultative services program of the Missouri On-Site Safety and Health Consultation Program. It is designed to promote effective workplace safety and health program management and provide model safety and health management programs. SHARP is also designed to provide incentives and support to smaller, high-hazard employers to work with their employees to develop, implement and continuously improve the effectiveness of their workplace safety and health programs.

To be eligible for SHARP, a company may have no more than 250 employees at the work site and not more than 500 total employees at all sites controlled. The work site's lost workday injury and illness (LWDII) rate must be at or below the national average for their industry.

Presently, 18 Missouri companies participate in the SHARP program, the fourth highest number of participants in the nation. Approximately 145,000 Missouri companies are eligible. Criteria for inclusion in the program include management leadership and employee involvement, worksite analysis, hazard prevention and control, and safety and health training.

For information about SHARP or to request a free safety consultation, please call the Missouri Department of Labor and Industrial Relations' Division of Labor Standards at (800) 475-2130 or (573) 751-3403 or visit their website at www.dolir.state.mo.us/ls.

If you have a question about workplace safety or a workers’ compensation issue that you would like answered by one of our experts, send it to:

Ask Leon
Attn: Leon Lawson
Missouri Workers’ Safety Program
PO Box 58
Jefferson City, MO 65102-0058
Fax: (573) 526-1436
E-mail: llawson@dolir.state.mo.us

Missouri’s Workplace is produced quarterly by the Office of Public Affairs at the Missouri Department of Labor and Industrial Relations. For a free subscription, contact **Missouri’s Workplace,** P.O. Box 1958, Jefferson City, MO 65102-1958 or call (573) 751-7500, (573) 751-6552 FAX.

Articles in **Missouri’s Workplace** may be reprinted after receiving approval from the Editor. Prior to reproduction, copies of articles must be sent to the Missouri Department of Labor and Industrial Relations, Office of Public Affairs, P.O. Box 1958, Jefferson City, MO 65102-1958. Articles for publication may also be sent to the above address. The Missouri Department of Labor and Industrial Relations will not return unsolicited materials without a self-addressed, stamped envelope. Unsolicited articles do not necessarily reflect the opinion of, nor have the endorsement of the Missouri Department of Labor and Industrial Relations.

Missouri Department of Labor and Industrial Relations

Bob Holden, *Governor*

Catherine B. Leapheart, *Director*

Joann Lindemann
Editor

Mission: The Department of Labor and Industrial Relations strives to provide employees with safe and healthy workplaces and ensures economic security for all Missourians by promoting equal access to jobs, enforcing anti-discrimination laws and awarding payment of compensation to those unemployed, injured at work and victims of crime.

© 2002 Missouri Department of Labor and Industrial Relations. All Rights Reserved.

The Missouri Department of Labor and Industrial Relations
P.O. Box 1958 • 3315 West Truman Boulevard • Jefferson City, MO 65102-1958
(573) 751-4091 Telephone • (573) 751-4135 FAX
www.dolir.state.mo.us

Missouri Department of Labor and Industrial Relations
Office of Public Affairs
P.O. Box 1958
Jefferson City, MO 65102-1958
Return Service Requested